

# State of Colorado



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## DPA

**Department of Personnel  
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DATE: March 13, 2006

TO: Directly Affected Employees through Agency HR Administrators  
American Federation of State, County, Municipal Employees  
Colorado Association of Public Employees  
Colorado Federation of Public Employees  
Association of Colorado State Patrol Professionals

FROM: Karen Fassler, Total Compensation Manager

SUBJECT: **Official Notice of Proposed Change - JEL 06-01 – Medical (MED) Occupational Group Consolidation and Air Traffic Controller**

JEL 06-01 has been released. This proposal contains the recommended changes for MED occupational group consolidation and pay grade changes for the Air Traffic Controller class series. Implementation will be July 1, 2006, for the MED occupational group consolidation. Implementation for the Air Traffic Controller will be July 1, 2007, as there will be fiscal impact. There is no fiscal impact for the occupational group consolidation. Please share this information with your appointing authorities, affected employees, budget officers, and any others in your department or institution.

Statute requires that directly affected employees and employee organizations be notified of proposed changes to the system prior to changes being finalized and implemented. By Personnel Director's Administrative Procedures 1-10 and 2-3, notice to employees of these proposed changes, including any class placement, shall be provided by appointing authorities. Department human resource administrators are responsible for providing this information to their respective appointing authorities. **APPOINTING AUTHORITIES ARE RESPONSIBLE FOR DISTRIBUTING THIS INFORMATION TO DIRECTLY AFFECTED EMPLOYEES BEFORE THE DEADLINE SPECIFIED BELOW.**

No class description is final until approved for implementation by the state personnel director. Employees should contact their department human resource offices for further information. Information is also available on the web at [www.colorado.gov/dpa/dhr](http://www.colorado.gov/dpa/dhr).

**The following public meeting is scheduled to fulfill the department's "meet and confer" obligation.**

Monday, March 20<sup>th</sup>, 2006, at 1:00 pm.  
1313 Sherman St., Room 110, Denver.

All meet and confer activities must be concluded by **Friday, March 24<sup>th</sup>, 2006**, in order to be considered before the study is finalized and implemented. For additional information, please contact Travis Engelhardt at 303-866-2391. Written comments may be faxed to 303-866-2458, emailed to [Travis.Engelhardt@state.co.us](mailto:Travis.Engelhardt@state.co.us), or mailed to the following address before 5:00 pm on March 24, 2006.

ATTN: Travis Engelhardt  
Department of Personnel & Administration  
1313 Sherman Street, First Floor  
Denver, CO 80203

## SUMMARY OF SYSTEM CHANGES

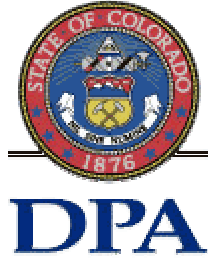
JE Letter #: 06-01  
Date of Letter: 3/13/06

### Total Compensation Systems

\* P = proposed; F = final (only F is to be entered into EMPL and ADS)

P or F*	CD Changes			Current Class		New Class		Occ Grp		Grade		Pay Diff.		Effective Date
	New	Rev	Abol	Code	Title (limit 25 characters)	Code	Title (limit 25 characters)	From	To	From	To	From	To	
P		X		E1A1XX	DENTIST I	C1H1XX	DENTIST I	MED	HCS	E10	C90	0	0	7/1/06
P		X		E1A2XX	DENTIST II	C1H2XX	DENTIST II	MED	HCS	E11 #	C91 #	0	0	7/1/06
P		X		E1A3XX	DENTIST III	C1H3XX	DENTIST III	MED	HCS	E12 #	C92 #	0	0	7/1/06
P		X		E2A1XX	PHYSICIAN I	C1J1XX	PHYSICIAN I	MED	HCS	E13 #	C93 #	0	0	7/1/06
P		X		E2A2XX	PHYSICIAN II	C1J2XX	PHYSICIAN II	MED	HCS	E15 #	C95 #	0	0	7/1/06
P		X		E3A1XX	PUB HLTH MED ADMIN I	C1K1XX	PUB HLTH MED ADMIN I	MED	HCS	E13 #	C93 #	0	0	7/1/06
P		X		E3A2XX	PUB HLTH MED ADMIN II	C1K2XX	PUB HLTH MED ADMIN II	MED	HCS	E14 #	C94 #	0	0	7/1/06
P		X		H4N1TX	AIR TRAFFIC CONTROL I	H4N1TX	AIR TRAFFIC CONTRL I	PS	PS	H37	H46	1	1	7/1/07
P		X		H4N2XX	AIR TRAFFIC CONTROL II	H4N2XX	AIR TRAFFIC CONTRL II	PS	PS	H41	H50	1	1	7/1/07
P		X		H4N3XX	AIR TRAFFIC CONTROL III	H4N3XX	AIR TRAFFIC CONTRL III	PS	PS	H48	H57	1	1	7/1/07

SSUING AUTHORITY: Colorado Department of Personnel and Administration Rev. 01/2002. # is designation for a salary lid class.



# **SYSTEM MAINTENANCE STUDY**

## **NARRATIVE REPORT -- PROPOSED CHANGES**

### **MED & HCS OCCUPATIONAL GROUP CONSOLIDATION**

**Conducted Fiscal Year 2005-2006**

#### **BACKGROUND AND PURPOSE OF STUDY**

This system-wide study is part of the Department of Personnel and Administration's (hereafter "the department") statutory responsibility, CRS 24-50-104(1)(b), for maintaining and revising the system of classes covering all positions in the state personnel system. Such maintenance may include the assignment of appropriate pay grades that reflect prevailing wage as mandated by CRS 24-50-104(1)(a). The state personnel director has delegated authority for system studies to the Division of Human Resources (hereafter "the division").

The department's annual compensation survey is audited on a regular basis by an independent auditor through the State Auditor's Office and reported to the Legislative Audit Committee. In the last audit completed July 2005, it was recommended that the department reduce the number of occupational groups (Number 7). The department agreed to continue to evaluate the number of occupational groups. This study was initiated in order to ensure the appropriate number of occupational groups is currently being utilized. System studies are implemented on a "dollar for dollar" basis, which means employee salaries are not affected (up or down), unless they fall below a newly designated minimum rate.

#### **ISSUES AND FINDINGS**

The state personnel system currently has nine occupational groups. An occupational group is a grouping of job classes similar enough to be treated alike within the system. The Medical occupational group was identified for consolidation into the Health Care Services (HCS) occupational group.

The Medical occupational group contains three class series or occupations (Dentist, Physician, and Public Health Medical Administrator). The Medical group was originally created in order to accommodate the statutorily mandated medical pay plan for the three occupations.

The three class series within the Medical occupational group are very similar to jobs in the HCS group. Also, due to a lack of market survey data over the years for the jobs within the Medical group, the HCS occupational group annual compensation survey recommendation is used to recommend structure adjustments for the Medical group. The unique pay plan of the three Medical group occupations can be easily accommodated in the HCS group by using a separate subset of HCS pay grades, which will be created exclusively for these three class series. New pay grades (C90-C95) will be created in HCS to accommodate the higher maximums (all occupations in the Medical group require licensure as a physician or dentist and have a higher statutory lid value). All current pay grade values (minimum and maximum rates) used for the classes currently in the Medical group will be identical once moved into the HCS group.

No class concepts are recommended for change. There will be no fiscal impact and no impact to individual employee salaries, earning potential, or future salary survey recommendations, by consolidating the Medical occupational group within the HCS group.

## **FISCAL IMPACT FOR IMPLEMENTATION YEAR**

This study has no fiscal impact.

## **RECOMMENDATIONS**

### **I. Occupational Group**

All classes in the Medical occupational group will be placed in the Health Care Services occupational group. The Medical occupational group will be abolished. The new Health Care Services occupational group definition will be changed to the following.

#### **HEALTH CARE SERVICES OCCUPATIONAL GROUP**

**DEFINITION:** These occupations perform professional work concerned with the creative and conceptual application of theoretical and practical aspects of health care professions relating to humans or animals. Work involves care and treatment, prevention, intervention, or consultation in the fields of nursing, pharmacy, psychology, public health, rehabilitation, or veterinary medicine. Decision-making is related to the subject matter area, duties, and consequence of action. Necessary knowledge and training is generally gained through completion of a college/university degree. **Some occupations are licensed to practice medicine and perform professional work concerned with the diagnosis, prevention, and treatment of disease or injury in the fields of medicine, dentistry, or psychiatry, where necessary knowledge and training is gained through a post-baccalaureate degree and appropriate internship/residency.** Included are supervisors, **administrators, medical instructors, consultants, researchers** and operating managers. Licensure may be required as prescribed by statute.

OR

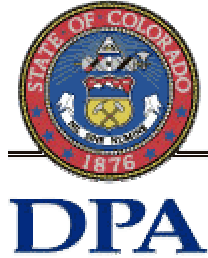
These occupations perform technical, specialized work directly related to the diagnosis, treatment, and care of human or animal patients. The work requires the application of technical principles and manual skills obtained through specialized technical post-secondary education or on-the-job training. Licensure or certification may be required as prescribed by statute.

## **II. Class Descriptions**

There will be no substantive changes. Effected class descriptions will be updated to reflect the new occupational group assignment.

## **III. Class Conversion and/or Placement**

The conversion of a class is the movement from the former class title and grade to a new class title and grade for purposes of future reinstatement and retention. It is used for those studies that do not involve class placement. The recommended changes will be implemented on July 1, 2006.



# **SYSTEM MAINTENANCE STUDY**

## **NARRATIVE REPORT -- PROPOSED CHANGES**

### **AIR TRAFFIC CONTROLLERS**

**Class Code H4N1XX through H4N3XX**

**Conducted Fiscal Year 2005-2006**

#### **BACKGROUND AND PURPOSE OF STUDY**

This system-wide study is part of the Department of Personnel and Administration's (hereafter "the department") statutory responsibility, CRS 24-50-104(1)(b), for maintaining and revising the system of classes covering all positions in the state personnel system. Such maintenance may include the assignment of appropriate pay grades that reflect prevailing wage as mandated by CRS 24-50-104(1)(a). The state personnel director has delegated authority for system studies to the Division of Human Resources (hereafter "the division").

This study was requested by the Department of Military and Veterans Affairs (DMVA) in February 2004 following significant increases in the pay scales for Federal Aviation Administration (FAA) and Department of Defense (DOD) air traffic controllers (ATC). The state's class series was created in 1998 in response to the need to create air traffic controller positions at Buckley Air Force Base (AFB). The pay relationship for these classes was based on the federal classes of air traffic controllers at that time. The department created three Air Traffic Controller (ATC) classes that remain intact: ATC I, fully operational; ATC II, tower watch controller; and the ATC III, full supervisor of other controllers.

#### **METHODOLOGY**

The department announced the study with its *Schedule of System Maintenance Studies for FY 2005-2006* published in July 2005, and the study commenced shortly thereafter. The occupational

specialist discussed the study issues with the HR administrator for DMVA and the Buckley tower manager. There were no changes identified for the class concepts or number of classes. The only issue was the low pay for state controllers due to the significant pay increases implemented by the FAA and DOD in 2003 and subsequent years. Both entities increased their pay scales by 25 to 30% and the FAA adopted a pay-for-performance system in 2005. These changes resulted in less comparable pay for the Buckley controllers and salary equity issues have increased due to that lack of competitiveness. The occupational specialist completed a review of the pay changes made by the FAA and DOD.

## ISSUES AND FINDINGS

The occupational specialist researched the pay changes that occurred in the labor market, i.e., the federal pay scales used by the DOD and the FAA. The DOD had adopted special skill rates (SSR) for air traffic controllers. The 2006 SSR obtained from the OPM web site effective January 1, 2006, for the comparable GS11 pay grade shows the pay range to be \$57,736 - \$75,061 per year. The GS11 grade is comparable to the State's ATC II class concept. Although the typical class used for benchmarking pay is the full operating level (ATC I in this case), the ATC II is more appropriate due to the unique requirements for the tower controllers at Buckley AFB. Due to their small size, Buckley tower controllers usually perform multiple positions' duties and are therefore put in the ATC II class as watch supervisors. This is a better match to the GS11 grades used by DOD. The non-radar approach pay scale is appropriate for Buckley AFB because it does not have a radar approach control, it uses Denver's. Bases with their own radar approach control have a different pay scale.

The FAA adopted a pay-for-performance system in 2005, which is distinct from the DOD. The FAA has separate pay ranges for different size and complexity of air traffic operations at its tower control facilities. Its ATC facilities are classified in accordance with FAA position classification standard ATC-2152, dated January 1999. It categorizes airports between levels "C" thru "L". Aspen is level "E" and DIA is level "K". DMVA and the occupational specialist determined that Buckley is closer to the activity level and air traffic complexity of Aspen, so we selected level "E" as being most representative of Buckley. Also, for comparison purposes, Jeffco Airport is level "F", which is more complex than Buckley because of higher traffic density and more runways. Using level "E" of the FAA's 2006 Denver locality pay scale, the range of salaries is \$64,857 to \$90,799 per annum.

The following table summarizes the comparable labor market for air traffic controllers at Buckley AFB. The average of the two comparables is set at the State's pay grade of H50 for the Air Traffic Controller II. The State's ATC I and III classes should be adjusted comparably to maintain the same pay relationship as exists presently. There were no indications that these relationships should be adjusted.

**Labor Market for Air Traffic Controller II**

	<b>Salary range</b>	<b>Mid-point</b>	<b>Avg Mid-pt.</b>	<b>State pay grade</b>
<b>DOD</b>	<b>\$4811-6255</b>	<b>\$5533</b>	<b>\$6010</b>	<b>H50</b>
<b>FAA</b>	<b>\$5404-7567</b>	<b>\$6486</b>		

Thus the pay grades recommended for the series are shown in the following table.

	<b>Class</b>	<b>Existing grade</b>	<b>Proposed grade</b>
H4N1TX	<b>A.T.C. I</b>	<b>H37</b>	<b>H46</b>
H4N2XX	<b>A.T.C. II</b>	<b>H41</b>	<b>H50</b>
H4N3XX	<b>A.T.C. III</b>	<b>H48</b>	<b>H57</b>

## **FISCAL IMPACT FOR IMPLEMENTATION YEAR**

CRS 24-50-104(4)(c) and (6)(a) require that any study involving increased costs must be included in the annual compensation report for an effective date on the ensuing July 1. The annual survey process allows for a December update to the annual compensation report to allow use of the most current survey sources and economic information. This study proposes to adjust three classes upward. One department (DMVA) is impacted by the increased cost to adjust seven positions. The adjustment in pay grades will be included in the annual compensation report. The following information depicts the assumptions made in the calculation of increased costs.

- Data was taken from EMPL as of January 31, 2006, and is assumed to be accurate as of that date.
- Only permanent positions are reported. Vacant, temporary, and substitute positions are excluded.
- The implementation date of July 1, 2007, coincides with the presumed implementation of the annual compensation adjustments. In accordance with the Director's Administrative Procedures regarding the order of multiple actions on the same effective date, system maintenance studies are implemented first. For this reason, these calculations use the proposed FY 06-07 compensation plan values and do not include any potential FY 07-08 annual compensation survey adjustments.
- In accordance with the Director's Administrative Procedures, system maintenance studies are implemented on a "dollar-for-dollar" basis where an employee's current salary remains unchanged when a class is moved to the new grade. An exception is when a class moves upward and the employee's current salary falls below the minimum of the new grade. Such adjustments to base salary represent increased cost.
- PERA (including the 1/1/2007 increases) and Medicare costs are included in the calculations.
- The estimated total first-year cost to implement this study is approximately \$35,012. These salaries are funded by federal sources so there is no additional cost to the State's General Fund.

## **RECOMMENDATIONS**

### **I. Occupational Group**



No change is recommended. These classes remain in the Professional Services Occupational Group.

**II. Class Descriptions**

No changes are being recommended.

**III. Class Conversion and/or Placement**

There is no class conversion or class placement. Positions will remain in their existing class.